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Security Information

Fitzgerald

NOTICE
NO. 13-52

10 July 52

SUBJECT: New Services of the Library Section, TAB, to support the Courses of Instruction

1. PURPOSE

a. This memorandum outlines two additional services of the Library section:

- (1) A Guide to Current Articles Pertinent to the Training Program
- (2) A Bibliographic Service

b. The purpose of these services is to aid all instructors by expediting the selection of reading material through screening, and by assisting in the preparation of bibliographies.

c. The need for a GUIDE and a Bibliographical Service arises from the volume of material received at the Training Library. Approximately 600 issues are received each month. Of this total, more than 100 are reports issued by government agencies and 120 are trade periodicals. At the C. I. A. Main Library there are additional periodicals and a very large number of classified documents, which contain articles of varying importance to the courses of instruction. Each instructor would spend an excessive amount of time if he were to search these publications to select articles of training interest.

2. NEW SERVICES

a. The following new services are proposed to provide a partial solution to the above problem:

- (1) A summary of the more important articles in a publication titled: A GUIDE TO CURRENT ARTICLES PERTINENT TO THE TRAINING PROGRAM.

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a. The functions of the GUIDE will be to screen publications and to select articles within the limits of the program of instruction outline. Brief, descriptive summaries of these articles will be presented in a mimeographed GUIDE, which will be distributed every two weeks to those persons concerned. No attempt will be made to digest or evaluate the original article. The purpose of description will be to draw the instructor's attention to the original article which may be obtained from the Library in Room 155, Building [REDACTED]

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b. An outline of suggested subject headings to be used in selecting material for the GUIDE is shown by Attachment "A". Instructors are requested to revise this list to more clearly emphasize their own needs; to develop individual guide-outlines and forward them to the Librarian, Room 155, Building [REDACTED] or consult with the Librarian or Reference Librarian. It will be helpful if modifications to Attachment "A" are forwarded to the Librarian by 18 July 1952.

c. It is anticipated that the first issue of the GUIDE will be distributed 1 August 1952.

2. Bibliographic Service

a. This service furthers the effort to aid the instructors in selecting material efficiently by compiling lists of reading materials on specific subjects. Two types of bibliographies will be compiled: (1) general bibliographies which are comprehensive, unevaluated reading lists on limited subjects; (2) special bibliographies which are critical, annotated, discriminating working lists. These services will be provided only upon the advice, and at the request, of the instructor.

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b. Attachment "B" provides an example of the method which will be used to enable the instructors to make specific recommendations for bibliographic service. If bibliographies are requested, please consult the Librarian or the Reference Librarian, extension 3096 or 3038, or send the completed form to Room 155, Building [REDACTED]

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MATTHEW BAIRD
Director of Training

Distribution: OTR Staff Personnel and Instructors

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